

SECRET

13 August 1964

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Records Control Schedule 40-64 for OP/Personnel
Operations Division, Office of the Chief

RESCINDS : Records Control Schedule 40-60, pages 93-95

1. Attached hereto is Records Control Schedule 40-64 for OP/Personnel Operations Division, Office of the Chief. Also included in this schedule are the files belonging to the office of the Assistant for JOTP, which office is the direct responsibility of Chief, OP/POD.

2. It is requested that this schedule be substituted for the one presently in effect as soon as possible.

25X1

RAO/OP

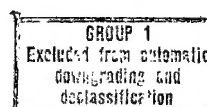
Attachment:

RCS 40-64 for
OP/POD/OC

Distribution:

Orig & 1 - Addressee

SECRET



40-64

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

OFFICE OF PERSONNEL

CREDIT UNION



superseded by
Placement Division
Schedule
revised
1 May 1968

CD.

ILLEGIB



OFFICE, DIVISION, BRANCH

Office of Personnel, *Placement Div 5 May 1966*
Personnel Operations Division/Office
of the Chief

25X1

Chief, POD/OP

13 AUG 1964

ITEM
NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1.

DIVISION SUBJECT FILES

a. Consists of copies of policy directives regarding hiring practices, invitee travel, employment of the handicapped, detailees to other Government agencies, marriage to aliens, state income tax inquiries, special reports and other papers accumulated in the over-all administration of POD, including the Junior Officer Trainee Program.

(1957 -)

1.5

Temporary. Screen periodically. Destroy material no longer needed. Retain remainder in current files area.

b. Consists of budgetary estimates, requests for administrative services as well as requests for cover, requests for training, chrono files, log of receipt and dispatch of applicant and official files, and other material of a routine administrative nature.

(1960 -)

3.0

Temporary. Cut off annually. Hold two years and destroy.

2.

APPLICANT FILES - JOTP

a. Consists of correspondence and other material pertinent to individuals applying for the Agency Junior Officer Trainee Program. Filed alphabetically.

3.2

Temporary. Upon cancellation or entrance on duty forward applicant file to OP/File Room for disposition.

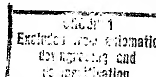
b. Consists of 5x8 card file on individuals in process. Card contains applicant's name, interviewer, clearances, and other pertinent information and remarks regarding the individual.

(1960 -)

1.0

Temporary. Place in inactive file upon cancellation and hold for five years; then destroy. (Cards are destroyed on individuals who enter on duty.)

SECRET



ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100270001-3			
3.	EMPLOYEE CARD FILE Consists of 5x8 card file (OF4b) containing pertinent information on JOT personnel. Included are cards on former JOT now permanently assigned to Agency components as well as on duty JOT and military JOT.	.2	Temporary. Disposal not authorized. Retain in immediate work area.
4.	ORIENTATION FOLDERS Individual folders containing information accumulated by JOT during Agency orientation for their own use. Filed alphabetically by employee's name. (Current)	1.5	Temporary. Upon completion of training, material given to employee for disposition.
5.	BRIEFING MATERIAL Consists of material used in briefing applicants, staff employees and those individuals who will assume cover.	1.0	Temporary. Destroy when revised, obsolete, or no longer needed.
6.	REFERENCE MATERIAL Consists of Agency regulatory issuances, OPs, machine listings, Government Organization Manual, and other guides and manuals maintained for reference purposes.	5.2	Temporary. Destroy when revised, obsolete, or no longer needed.
		16.6	
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100270001-3			

SECRET

21 July 1964

MEMORANDUM FOR: CIA Records Administration Officer

THROUGH : Chief, Personnel Operations Division/OP

SUBJECT : Records Control Schedule 40-64 for OP/POD,
Placement Branch

RESCINDS : Records Control Schedule 40-60, pages 96-102

1. Attached hereto is Records Control Schedule 40-64 for OP/POD, Placement Branch.

2. This schedule was rewritten in order to reflect the name change of OP/POD, CS Support Branch to Placement Branch and include material belonging to the Correspondence Section (formerly under OP/POD/TRB) and now a part of the Placement Branch. All items have been updated and modifications made where necessary.

3. It is requested that this schedule be substituted for pages 96-102 of the present schedule.

25X1

RAO/OP

Attachment:

RCS 40-64, OP/POD, --
Placement Branch

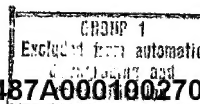
Distribution:

Orig & 1 - Addressee

cc: Rec Ctr.

supersedes
Schedule 40-60 for
POD - CS Support Branch and
Trans & Recs Br - Corres Sect
7-22-64
RD.

SECRET



RECORDS CONFIDENTIAL SCHEDULE NO. 25X
 Approved For Release 2005/11/21 : CIA-RDP78-00487A0001000270001-3

SECRET

OFFICE, DIVISION, BRANCH

Placement Div May 1966
 Office of Personnel, Personnel Operations Division/
 Placement Branch

CONCURRENCE

Chief, OP/POD/FB *17 July 1964*

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	BRANCH SUBJECT FILES Consists of organizational and procedural material dealing with applicant processing, including special interest cases, reassignment of Agency employees, LWOP policy, activity reports pertaining to work volume of placement officers and Correspondence Section, cancellation reports, T&A records and other files accumulated in the over-all function of the Placement Branch. (1958 -)	3.5	Temporary. Destroy when one year old except policy and procedural material which will be held until no longer needed.
2.	APPLICANT FILES Consists of correspondence and other material pertinent to individuals applying for Agency employment. Filed alphabetically. (Current)	7.7	Temporary. Upon cancellation or entrance on duty, forward applicant file to OP/File Room for disposition.
3.	APPLICANT PROCESSING FILES a. Consists of Form 835, Appointment Processing Record (5x8 card) containing information on applicants such as date of security initiation, date interim letters were sent, physical location of folder, etc. used as a reference to the status of each applicant in process. Filed by component, alphabetically thereunder. (1963 -)	1.8	Temporary. Place in inactive file upon cancellation or completion of processing. Destroy six months thereafter.

SECRET

GROUP 1
 Excluded from automatic
 downgrading and
 declassification

Approved For Release 2005/11/21 : CIA-RDP78-00487A0001000270001-3

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100270001-3		
	b. Consists of 5x8 card used as a log to record receipt and dispatch of applicant files not yet in process. Log contains record to whom file has been sent, date, etc. (Current)	1.8	Temporary. Destroy when file has been put into process or cancelled.
4.	CHRONO FILE - APPLICANT CORRESPONDENCE Consists of chrono file of correspondence of a routine nature to individuals applying for Agency employment such as notifications of processing, requests for additional information, notice of rejection, etc. (Duplicate copy maintained in applicant's file.) (1964 -)	4.5	Temporary. Maintain a 6-month level. Destroy oldest month after filing current month.
5.	FLEXOWRITER TAPES Consists of flexowriter tapes used in preparing routine letters. Arranged numerically by code assigned to each letter. (Current)	4.0	Temporary. Destroy when superseded or obsolete.
6.	HANDOUTS - BRIEFING MATERIAL Consists of booklets which are required reading for all new employees entering on duty. Booklets contain certain Agency regulatory issuances.	1.5	Temporary. Destroy when revised, obsolete, or no longer required.
7.	REFERENCE MATERIAL a. Consists of copies of selected correspondence maintained for possible future use as guides. Filed by subject. b. Consists of loose-leaf binders containing copies of sample letters used as guides in preparing routine correspondence. A reference copy of these guides is maintained by each person responsible for correspondence preparation. Filed numerically by code number assigned each letter.	1.0 3.5	Temporary. Destroy when no longer needed for reference purposes. Temporary. Destroy when revised or no longer needed.
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100270001-3		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100270001-3		
	c. Consists of samples of cover letters used in correspondence with individuals applying for certain types of Agency positions.	1.4	Temporary. Destroy when revised or no longer needed.
	d. Consists of Agency regulatory issuances, Federal Personnel Manual, OFMs, postal directories, road atlas, recruitment requisitions, classification standards, wage scales, certain position job sheets, Congressional Directory, medical dictionary, certain Agency machine listings dealing with applicants in process, EODs, cancellations, tables of organization, OTR and Support bulletins, and other material used for reference purposes.	9.6	Temporary. Destroy when revised, obsolete, or no longer needed.
		25X1	<div style="border: 1px solid black; width: 200px; height: 50px; margin: 0 auto;"></div> <div style="text-align: right; margin-top: 5px;"> <i>23 July 1964</i> Date </div>
		APPRO	
		40.3	CIA Records Administration Officer

SECRET

3 September 1964

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Revised Records Control Schedule 40-64 for
Plans & Review Staff, Office of Personnel

RESCINDS : Records Control Schedule 40-60, pages 14-20

1. Attached hereto is Records Control Schedule 40-64 for
Plans & Review Staff, Office of Personnel.

2. This schedule reflects the name change from Plans
Staff and includes the files of the Regulations Unit which is
part of that staff. Items have been updated and modifications
made where necessary.

3. It is requested that this schedule be substituted
for the one presently in effect.

25X1

RAO/OP

Attachment:
RCS 40-64 for
PRS/OP

*c.c. Rec Ctr
9-24-64
R.D.*

APPRO

CIA Records Administration Officer

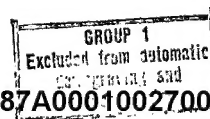
24 Sept 1964
Date

25X

*superseded by
Schedule 40-68
Plans & Analysis Div
dated 5 Nov 1968*

12/4/68

SECRET



Approved For Release 2005/11/21 : CIA-RDP78-00487A000100270001-3

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
2.	<p>PERSONNEL ADVISORY BOARD</p> <p>Consists of official minutes of meetings, agenda, and various papers accumulated by Board in its function of assisting Director of Personnel in the development of personnel policy proposals and in studying, reviewing, or coordinating other significant matters affecting personnel management and administration in the Agency.</p> <p>(1963 -)</p>	.5	<p>Permanent. Retain in immediate work area as long as needed. Then retire to Records Center.</p>
3.	<p>CAREER COUNCIL FILES</p> <p>Consists of official minutes, agenda, transcripts, reports, and supporting papers documenting the activities of the Career Council. Council no longer in existence.</p> <p>(1954 - 1962)</p>	6.0	<p>Permanent. When no longer needed for current reference screen and destroy valueless papers. Forward remaining material to Records Center.</p>
4.	<p>OPM RECORD AND HISTORICAL BACKGROUND FILE</p> <p>a. Consists of complete file of Office of Personnel Memoranda which are prepared and issued to supplement Agency regulatory issuances and to establish internal operating procedures for the Office of Personnel. File contains directives from Director of Personnel and drafts coordinated within OP. Also included in this file are predecessor issuances retained for historical purposes.</p> <p>(1951 -)</p> <p>b. Number register used to assign control numbers to OPMs.</p> <p>(1956 -)</p>	2.5	<p>Permanent. Retain in immediate work area as long as needed. Then retire to Records Center.</p>
		.2	<p>Temporary. Destroy when ten years old.</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100270001-3

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100270001-3			
5.	REGULATORY ISSUANCES CASE FILES		
	<p>a. Consists of case files maintained on all 20 series regulatory issuances. Included in file are working papers, background information on the development of the issuance, draft copies of proposed issuances, coordinations, concurrences, authentications, etc. Filed numerically by basic regulation number.</p> <p>(1953 -)</p> <p>b. Consists of case files maintained on all 22 and 23 series regulatory issuances. Files contain material similar to "a" above.</p> <p>c. Consists of case files maintained on all other regulatory issuances. File contains copies of proposed issuances as well as comments, proposals, concurrences, and objections. Arranged numerically by regulation number.</p>	12.5	Temporary. Upon publication of issuance, place in inactive file and retain for five years. Then retire to Records Center and hold for an additional five years. At the end of this time return to originator for disposition.
		1.0	Temporary. Upon publication of issuance, place in inactive file and retain for five years. Then retire to Records Center and hold for an additional five years. At the end of this time return to originator for disposition.
		1.0	Temporary. Place in inactive file upon completion of final action by OP. Hold two years and destroy.
6.	REFERENCE MATERIAL		
	<p>a. Consists of various machine listings used in preparing studies which become the basis for policy decisions, ceiling projects, grade distribution, etc. ADPD Jobs 172, 175, 176, etc.</p> <p>b. Consists of rescinded series 20 and 23 regulations, notices, and handbooks. These rescinded regulatory issuances are maintained for reference and background purposes.</p> <p>c. Included in this file are Executive Orders, Foreign Service Manuals, Congressional Directory, Dept. of Army manuals, Federal Personnel Manual, Dept. of State issuances, Agency regulatory issuances and other material used as background and reference.</p>	9.0	Temporary. When no longer needed, return to SRB/OP.
		2.0	Temporary. Disposal not authorized. Retain in immediate work area.
		26.3	Temporary. Destroy when revised, obsolete, or no longer needed.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100270001-3			

26 February 1970

MEMORANDUM FOR: CIA Records Administration Officer

THROUGH : DD/Pers. for Special Programs

SUBJECT : Revised Schedule 40-70 for Credit Union

RESCINDS : Records Control Schedule 40-64 dtd 16 July 64

1. Attached hereto is Records Control Schedule 40-70 for Credit Union. Items have been updated and modifications made where necessary. Where applicable, items are being retained in accordance with the Accounting Manual for Federal Credit Unions published by the Department of Health, Education, and Welfare dated May 1969.

2. Early approval of this schedule would be appreciated.

STAT

RAO/OP

Attachment:

RCS 40-70 for
Credit Union

Distribution:

Orig & 1 - Addressee

STAT

APPROVE

CIA Records Administration Officer

22 Apr 1970
Date

REVISED
SCHEDULE

ARCHIVES

RECORDS CONTROL Schedule 2005/11/21 : CIA-RDP78-00487A000100270001-3

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

O/Personnel Benefits and Services Division - Credit Union

TITLE

DATE

ITEM NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

The Accounting Manual for Federal Credit Unions was used as a guide in reviewing this schedule. Disposition instructions contained herein are approved.

STAT

Reviewed by

Records Administration
Analyst

7-24-64

STAT

APPROVE

CIA Records Administration Officer

Date

24 July 1964

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100270001-3

SECRET

16 July 1964

MEMORANDUM FOR: CIA Records Administration Officer

THROUGH : Chief, Benefits & Services Division/OP

SUBJECT : Revised Schedule 40-64 for OP/BSD, Credit Union

RESCINDS : Records Control Schedule 40A-57, approved
2 April 1958

1. Attached hereto is Records Control Schedule 40-64 for OP/BSD, Credit Union. Items have been updated and modifications made where necessary. The Accounting Manual for Federal Credit Unions, published by the Department of Health, Education, and Welfare, was used as a guide in preparing this schedule. For records not covered by the manual, comparison was made with similar type records of this Agency and disposition recommended accordingly.

2. Numbers of certain items remain unchanged but it was necessary to change certain other item numbers involving material presently being held at Records Center. Any questions regarding the above should be referred to the undersigned.

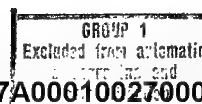
3. It is requested that this schedule be substituted for the one presently in effect.

RAO/OP

Attachment:
RCS 40-64 for
OP/BSD, Credit Union

Distribution:
Orig & 1 - Addressee

SECRET



RECORDS CONTROL SCHEDULE 6
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100270001-3

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

25X1

Office of Personnel, Benefits & Services Division/Credit Union

TITLE

DATE

Manager, Credit Union

16 JUL 1964

ITEM
NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1.

CREDIT UNION SUBJECT FILES

a. Consists of the Credit Union charter, by-laws, and amendments as well as official minutes, reports, and correspondence related to the meetings of the Credit Committee for the Northwest Federal Credit Union. Minutes are recorded on Form FCU-203 which contains information on loan applications approved and rejected, members present, actions taken by the Committee, etc. Also included are copies of financial and statistical reports prepared at prescribed intervals reflecting the financial status of the Credit Union. Monthly reports are submitted to the Board of Directors on Form FCU-109. Annual reports are submitted to Bureau of Federal Credit Unions on Form FCU-521. Filed chronologically.
(1947 -)

3.0

Permanent. Retain in current files area until no longer needed for current reference; then forward to Records Center.

b. Consists of correspondence on membership applications, employee deductions, delinquent accounts, closed and opened accounts, name changes, resignees, etc. as well as copies of incoming and outgoing dispatches, and membership account number registers.
(1950 -)

6.5

Temporary. Cut off annually. Destroy when three years old.

c. Consists of abstract file slips maintained as a log to correspondence with field stations, courier receipts, and T&A information on Credit Union employees.
(1963 -)

1.2

Temporary. Cut off annually. Destroy one year thereafter.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100270001-3

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
2.	<p>LOAN SECURITIES FILE</p> <p>Consists of individual envelopes containing documents and legal instruments posted as collateral by employees as securities for loans received. Included are such items as titles to motor vehicles, insurance policies, stock certificates, first and second trust notes, etc. Filed numerically by account number. (Current)</p>	9.5	Temporary. Return all material to employee upon final settlement of loan.
3.	<p>SHARE AND LOAN LEDGER CARD FILE</p> <p>a. Consists of microfilm of Form FCU 2-401, Individual Share and Loan Ledger, maintained on all members of Credit Union prior to 1 Jan 1963 to record shares purchased by members, dividends paid to members, payments made on loans, and contains a running balance of the account as of 31 Dec 1962. Filed numerically by account number. (1947-1962)</p> <p>b. Consists of LeFebure ledger cards maintained on all members of the Credit Union. These cards are a continuation of employee account information described in "a" above. Filed numerically by account number. (1963 -)</p>	.4 18.0	<p>Permanent. When five years old retire to Records Center.</p> <p>Permanent. Place in inactive file upon termination of account. Transfer inactive cards to Records Center after microfilming. (Microfilm will be retained in immediate work area for reference purposes.) Microfilming will be done as needed.</p>
4.	<p>CASH ACCOUNT BALANCE FILE</p> <p>Consists of audit envelopes, cancelled checks, bank statements, and dividend records. Dividend record is prepared annually and shows rate of interest being paid, member's account number, total amount of dividend for each, etc. arranged chronologically and by account number thereunder. Other material included in this file is trial balance sheets, cash received vouchers, Treasurer's daily reports, daily cash settlement sheets, share withdrawal receipts, posting machine tapes, etc. (1963 -)</p>	36.0	Temporary. Cut off annually. Transfer to Records Center after annual audit. Destroy five years after audit.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100270001-3		
5.	PAYROLL DEDUCTION FILE		
	a. Machine listings contain name of employee, account number, and amounts withheld from pay to repay loans, purchase shares, or both. Listings are used to post entries to share and loan ledger cards. Filed chronologically.	3.0	Temporary. Cut off annually. Transfer to Records Center one year thereafter. Destroy when five years old.
	b. 3x5 card file contains the names of employees who have forwarded authority to make payroll deductions to Office of Finance. Filed numerically by account number.	.5	Temporary. Destroy when no longer needed.
6.	MEMBERSHIP CARD FILE		
	Consists of Form FCU 150-123, a dual purpose 3x5 card. One side of this form serves as an Application for Membership, the other as a Joint Share Account Agreement. Card provides source of information to Membership Officer when approving membership applications, contains signature of member for identification purposes and provides for the right of survivorship under the joint agreement. Filed alphabetically by name. (1947 -)	7.0	Permanent. Place in inactive file upon termination of account and retain in current files area.
7.	MACHINE LISTING - Members of Credit Union		
	Consists of roster of Credit Union members bearing statistical information with regard to each individual's account. Published quarterly. (Current)	.2	Temporary. Destroy upon verification of revised listing.
8.	GENERAL LEDGER FILES		
	Consists of Form CU-102, General Ledger, Form CU-108, Bank Reconciliation, Form FCU-104, Expense Ledger, and Form FCU-101, Journal and Cash Record, maintained as accounting records for the receipt and disbursement of funds. The General Ledger contains debit and credit entries and reflects a summary of the transactions. (1956 -)	2.0	Permanent. Retain in current files area until no longer needed for current reference; then forward to Records Center.
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100270001-3		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9.	<p>NOTE FILE</p> <p>Consists of the original copies of the Application for Loan, the Note and the Extension Agreement when appropriate. These documents are prepared for each loan made by the Credit Union and serve as the official record of agreements and understandings between the maker and holder of the note. Filed numerically by account number.</p> <p>(1963 -)</p>	10.5	<p>Temporary. Upon final payment, place application for loan in inactive file and return note and extension agreement to maker. From time to time forward inactive files to Records Center and hold for seven years; then destroy.</p>
10.	<p>SCHEDULE OF DELINQUENT LOANS FILE</p> <p>Consists of copies of Form FCU-118, Schedule of Delinquent Loans, prepared monthly for the Board of Directors. These schedules contain account number, date of last payment, the extent of delinquency, etc. Delinquent loans are also classified and reported on the monthly financial and statistical report.</p> <p>(1959 -)</p>	<p>.8</p> <p>98.6</p> <p>25X1</p>	<p>Temporary. Cut off every other year. Destroy five years thereafter.</p> <div data-bbox="982 1732 1372 1858" style="border: 1px solid black; height: 60px; width: 240px; margin: 10px auto;"></div> <p style="text-align: right;">18 Sep 1964 Date</p> <p style="text-align: center;">CIA Records Administration Officer</p>

RECORDS CONTROL SCHEDULE

SCHEDULE NO.
87A000100270001-3

CONCURRENCE

OFFICE, DIVISION, BRANCH

STAT

Office of Personnel, BSD/Credit Union

Manager, Credit Union

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	CREDIT UNION SUBJECT FILES		
	a. Consists of the Credit Union Charter, By-Laws, and amendments as well as official minutes, reports, and correspondence related to the meetings of the Credit Committee for the Northwest Federal Credit Union. Also included are Investment Record, FCU 56-21 and copies of financial and statistical reports prepared at prescribed intervals reflecting the financial status of the Credit Union. Filed chronologically. (1964 -)	3.0	Permanent. Retain in current files area until no longer needed for current reference; then forward to Records Center.
	b. Consists of correspondence on membership applications, employee deductions, delinquent accounts, closed and opened accounts, name changes, resignees, etc. as well as copies of incoming and outgoing dispatches. (1966 -)	16.0	Temporary. Cut off annually except for delinquent account material which will be forwarded to Records Center one year after becoming inactive. Forward remaining material to Records Center when one year old. Destroy when three years old.
	c. Consists of abstract file slips maintained as a log to correspondence with field stations, courier receipts, and outside mail receipts. (1967 -)	.9	Temporary. Cut off annually. Destroy one year thereafter.
2.	LOAN SECURITIES FILE		
	Consists of individual envelopes containing documents and legal instruments posted as collateral by employees as securities for loans received. Included are such items as titles to motor vehicles, insurance policies, stock certificates, first and second trust notes, etc. Filed numerically by account number. (Current)	17.0	Temporary. Return all material to employee upon final settlement of loan.

ILLEGIB

SECRET

17 March 1972

MEMORANDUM FOR: CIA Records Administration Officer

THROUGH : DDS/Senior Records Officer

SUBJECT : Change in Records Control Schedule 40-70,
OP/BSD/Credit Union

1. Please replace the second page of the above Schedule with the attached page. This new page reflects a change in Item 3, Share and Loan Ledger Card File.

2. In addition to the 1947-1962 records that are on microfilm an additional 41 cubic feet (14 reels of Share and Loan Ledger cards (1963 - 11/30/70) have been filmed. At present a machine listing of the Share and Loan records are being kept on a quarterly basis. These machine runs will be converted to microfilm via COM in the near future. The present machine paper listing information will be converted to microfilm either by COM (if the tapes have been kept) or by rotaline camera.

3. There are two sets of silver film -- one will be sent to the Records Center for retention, the second will be kept in the office for reference.

4. Items are being retained in accordance with the Accounting Manual for Federal Credit Unions published by the Department of Health, Education, and Welfare dated May 1969.

5. Early approval of this item would be appreciated.

[Redacted Signature]

25X1

RAO/OP

Attachment:

Revised Item 3,
Second page, RCS 40-70
OP/BSD/Credit Union

25X1

CONCUR:

[Redacted Signature]

Manager, Credit Union

25X1

CONCUR:

[Redacted Signature]

DDS/Senior Records Management Officer

25X1

[Redacted Signature]

APPROVAL

CIA Records Administration Officer

30 Mar 72

SECRET



ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	<p>SHARE AND LOAN FIAT</p> <p>Consists of Individual Share and Loan Ledger, maintained on all members of the Credit Union to record shares purchased by members, dividends paid to members, payments made on loans, and contains a running balance of the account. Filed numerically by account number.</p> <p>a. Microfilm - Share and Loan File</p> <p>This file starts in ledger card format (1947 - 11/30/70) and then converts to machine listing format (12/1/70 -).</p> <p>b. Individual Share and Loan Ledger Card</p>	<p>23.0</p> <p>SECRET</p>	<p>Permanent. Reproduced in two copies. Send one silver negative to the Records Center on reel in a metal can. Keep one copy in the office in cartridge for immediate use.</p> <p>Temporary. After the records have been micro-filmed and a comprehensive annual audit by the supervisory committee and a supervisory examination by the Bureau of Federal Credit Union has been made for that period, hold for five (5) years, then destroy provided the Individual Share and Loan Ledgers are in balance with the General Ledger control accounts. If any of the records pertain to discrepancies or shortages which have been discovered, such records should not be destroyed until the discrepancies or shortages have been cleared. This is a one time deal.</p>
4.	<p>CASH ACCOUNT BALANCE FILE</p> <p>Consists of audit envelopes, cancelled checks, bank statements, and dividend records. Dividend record is prepared annually and shows rate of interest being paid, member's account number, total amount of dividend for each, etc. arranged chrono and by account number thereunder. Other material included in this file is trial balance sheets, cash received vouchers, Treasurer's daily reports, daily cash settlement sheets, share withdrawal receipts, posting machine tapes, etc (1969 -)</p>	23.0	<p>Temporary. Cut off annually. Transfer to Records Center after annual audit. Destroy five years after audit.</p>
5.	<p>PAYROLL DEDUCTION FILE</p> <p>a. Machine listings contain name of employee, account number, and amounts withheld from pay to repay loans, purchase shares, or both. Listings are used to post entries to share and loan ledger cards. Filed chrono. (1969 -)</p>	4.0	<p>Temporary. Cut off annually. Transfer to Records Center. Destroy when five years old.</p>

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	b. 3x5 card file contains names of employees who have forwarded authority to make payroll deductions to Office of Finance. Filed numerically by account number.	.5	Temporary. Destroy when no longer needed. ILLEGIB
6.	MEMBERSHIP CARD FILE a. Consists of Form FCU 150-123, a dual purpose 3x5 card. One side serves as Application for Membership, the other as a Joint Share Account Agreement. Card provides source of information to Membership Officer when approving applications, contains signature of member for identification purposes and provides for the right of survivorship under the joint agreement. Filed alphabetically. (1947 -) b. Register consisting of membership account numbers. Filed numerically.	4.4 .2	Permanent. Retain in immediate work area indefinitely. Permanent. Retain in immediate work area indefinitely.
7.	MACHINE LISTING Consists of roster of Credit Union members bearing statistical information with regard to each individual's account. Published monthly. (Current)	.5	Temporary. Destroy upon verification of revised listing. ILLEGIB
8.	GENERAL LEDGER FILE Consists of Form CU-102, General Ledger, Form CU-108, Bank Reconciliation, Form FCU-104, Expense Ledger, and Form FCU-101, Journal and Cash Record, maintained as accounting records for the receipt and disbursement of funds. The General Ledger contains debit and credit entries and reflects a summary of the transactions. (1964 -)	2.0	Permanent. Retain in current files area until no longer needed for current reference; then forward to Records Center.
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9.	<p>NOTE FILE</p> <p>Consists of original copies of Application for Loan, the Note, Consumer Credit Disclosure form, and the Extension Agreement when appropriate. These documents are prepared for each loan made by Credit Union and serve as the official record of agreements and understandings between the maker and holder of the note. Filed numerically by account number.</p> <p>(1969 -)</p>	6.8	Temporary. Upon final payment, place application for loan, consumer credit disclosure form along with extension agreement in inactive file and return note to maker. Upon accumulation of one foot forward inactive files to Records Center. Hold seven years; then destroy.
10.	<p>SCHEDULE OF DELINQUENT LOANS FILE</p> <p>Consists of copies of Form FCU-118, Schedule of Delinquent Loans, prepared monthly for Board of Directors. Schedules contain account number, date of last payment, extent of delinquency, etc.</p> <p>(1965 -)</p>	2.0	Temporary. Cut off annually. Transfer to Records Center. Destroy when five years old.
11.	<p>POWER OF ATTORNEY FILES</p> <p>Consists of copies of TD 6569 as well as SF 2802 and receipts of payment used to liquidate credit union loans of terminated employees. Filed chronologically.</p> <p>(1962 -)</p>	2.5	Temporary. Cut off annually. Forward to Records Center. Destroy twelve years after completion of transaction.
12.	<p>CREDIT UNION SAVINGS ALLOTMENT FILE</p> <p>Consists of copies of Form 2964 used to request allotments from pay to have deposits made automatically in Credit Union share account. Form also used to cancel allotments. Original forwarded to Office of Finance.</p> <p>(1969 -)</p>	.5	Temporary. Destroy when no longer needed.
13.	<p>EMPLOYEE FILES</p> <p>a. Folders containing personal papers of Credit Union employees.</p>	1.5	Temporary. For employee's disposition upon reassignment.
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	b. Consists of "soft" files on Credit Union personnel.	.8	Temporary. Destroy when individual is no longer employed in the Credit Union.
14.	REFERENCE MATERIAL		ILLEGIB [REDACTED]
	Consists of Agency regulatory issuances, FPMs, Credit Union Manuals, logs, and other material used for reference purposes.	11.0	Temporary. Destroy when obsolete, revised, or no longer needed.
	STAT [REDACTED]		ILLEGIB [REDACTED]
	APPROVE [REDACTED]		
	CIA Records Administration Officer	141.0	
	22 April 77 Date		
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SECTION 26 DESTRUCTION OF OBSOLETE RECORDS

GENERAL

After a period of years, a credit union's files become crowded and the question arises whether certain records are any longer of value. Material which occupies space unnecessarily is costly and hampers the finding of essential material. Efficiency requires that all records no longer useful be discarded, just as both efficiency and safety require that useful records be preserved and kept readily available.

The destruction of any record of a Federal credit union, regardless of how inconsequential it may seem or how old it may have become, is a matter requiring careful consideration. Subject to the minimum time within which records discussed below may not be destroyed, the retention period for the records will be determined and authorized by the board of directors.

The board of directors may approve a schedule authorizing the disposal of certain records on a continuing basis upon expiration of specified retention periods. Such a schedule provides a means for systematic disposal of records under a continuing authority from the board. This will eliminate the necessity for the board to give repeated consideration to disposal of the same types of records created at different time periods.

As records are destroyed by authorization of the board of directors, an appropriate listing of such records should be prepared and retained permanently. Destruction of such records should ordinarily be carried out by at least two persons whose signatures, attesting to the fact that such records were actually destroyed, should be affixed to the listing.

MINIMUM TIME WITHIN WHICH RECORDS MAY NOT BE DESTROYED

A record should not be destroyed which pertains to any member's account unless the account has been appropriately verified by the supervisory committee. Records should not be destroyed for a particular period until both a comprehensive annual audit by the supervisory committee and a supervisory examination by the Bureau of Federal Credit Unions have been made for that period.

Records supporting the credit union's position in claims, court cases, etc., should be retained for the minimum period prescribed by the statute of limitations of the jurisdiction in which the credit union is located. Legal advice with respect to the application of the statute of limitations is necessary for a full consideration of the subject.

RECORDS WHICH SHOULD BE RETAINED PERMANENTLY

Records which are of an official nature significant to the continuing operation of the credit union should be retained permanently. Such records are:

- Charter, bylaws and amendments.

- Certificates or licenses to operate under programs of various government agencies, such as a certificate to act as issuing agent for the sale of U.S. Savings Bonds.

- Current manuals, circular letters and other official instructions and correspondence of a permanent character received from the Bureau of Federal Credit Unions and other appropriate government agencies.

- Key records which reflect the operation of the credit union, and particularly records which reflect transactions with the members or former members, should be retained permanently, unless, as stated later, such records have been microfilmed. Such records are:

- Minutes of meetings of the members, board of directors, credit committee, and supervisory committee.

- One copy of each annual (December 31) Financial and Statistical Report, FCU 109 (Supplement), or equivalent.

One copy of each Supervisory Committee Comprehensive Annual Audit Report (FCU 701) and attachments.

Supervisory committee record of account verification (FCU 713, or equivalent).

Applications for Membership and Joint Share Account Agreements (FCU 150 and 123, or equivalent).

Journal and Cash Record (FCU 101, or equivalent).

General Ledger (FCU 102, or equivalent).

Individual Share and Loan Ledgers (FCU 103, or equivalent).

Bank Reconcilements (FCU 108, or equivalent).

Listing of records destroyed.

MICROFILMING OF RECORDS

Federal credit unions may microfilm records as desired, including the listed permanent key records. Probably there will be most interest in microfilming the bulkier of the records that should be retained permanently, although in many cases a board of directors may want to microfilm non-permanent records such as voided and canceled checks, Cash Received Vouchers, Journal Vouchers, etc.

Before a decision is made to microfilm records legal advice should be obtained on applicable laws in the jurisdiction in which the credit union is located. If a credit union undertakes to microfilm records, not only should adequate equipment be used to properly microfilm, but equipment should be readily available for reading and making prints of the film, as needed.

→ After the records have been microfilmed, they may be destroyed following the next examination by the Bureau of Federal Credit Unions, and the next comprehensive annual audit by the supervisory committee, provided the Individual Share and Loan Ledgers are in balance with the General Ledger control accounts. If any of the records pertain to discrepancies or shortages which have been discovered, such records should not be destroyed until the discrepancies or shortages have been cleared.

DISPOSAL OF DATA PROCESSING OUTPUT REPORTS

The previous instructions pertaining to the disposal of records also applies to output reports produced by a data processing system as well as those records used with a conventional accounting system. Output reports that substitute for standard conventional records or that provide the only support for entries in the Journal and Cash Record should be retained for the minimum period specified. In the case of one output report completely duplicating the information shown on another record, only one of the records needs to be maintained. Output records may be microfilmed subject to the conditions listed previously.

SECTION 32 FILING SYSTEMS

GENERAL

The supreme test of the effectiveness of any filing system is the ability to find papers in the file promptly when they are wanted. A simple and natural arrangement of the files is necessary if such effectiveness is to be attained.

One cardinal principle of arrangements is to place like things together by separating the material to be filed into groups or—as the filing expert would say—classify. Classification may be by the kind of record to be handled. Further classification may be made by current or inactive groupings, alphabetical, numerical, or chronological sequences.

No system of filing is prescribed for Federal credit unions, because the needs of each group vary. It is essential, however, that each credit union have a planned filing system. A well-coordinated filing system that will serve the credit union adequately, yet without duplication of effort, should be developed.

MONTHLY RECORD FILE

The records supporting and proving the entries in the Journal and Cash Record and the individual ledgers should be filed so that they are readily available. One system is to maintain by months a file or a manila envelope into which are placed the cash received vouchers, journal vouchers, bank statement and canceled checks, and the individual share and loan ledger tape listings.

SUBJECT FOLDERS

File folders, usually inexpensive manila type, should be set up for each important subject such as Delinquent Loans; Expense Vouchers and Invoices; Joint Accounts; Annual Meetings; Letters from the Bureau of Federal Credit Unions; Minutes; Examination Reports; Charter and Bylaws; and Financial and Statistical Reports.

CORRESPONDENCE

The credit union should set up folders labeled with the name of the persons or organizations with which it regularly corresponds, such as Bureau of Federal Credit Unions, State Credit Union Organizations and supply houses for accounting forms, so that all letters with these organizations may be filed together where they may be easily located.

File letters in the folders in date sequence with the latest date on top. Copies of all letters written by the credit union should be kept for the correspondence file. Letters on particularly important subjects may be cross-referenced to a subject folder, if the credit union prefers. Plainly labeled index guides are used to indicate major groupings of material in the files.

A pending or tickler folder is suggested for letters that require an answer or other action before being permanently filed.

COMMITTEES

The various committees and officers of the credit union also may desire a separate folder in the file cabinet where copies of material particularly applicable to their own functions may be placed together. Folders labeled Board of Directors, Credit Committee, Supervisory Committee, Educational Committee, President, and Treasurer, will usually be sufficient for this purpose.

Confidential records or documents as the supervisory committee's Record of Verifications should not be kept in these folders.

LOAN PAPERS

Loan applications, notes, collateral, mortgages, and other loan papers are important records entrusted to credit union officials. They are the legal evidence of the credit union's interest in what is usually its most valuable assets. They contain confidential information and, in many cases, personal documents of value which must be kept both confidential and readily available if the credit union

is to serve its borrowers in a businesslike manner.

The following suggestions are given for methods of filing loan papers:

(A) Individual Folders Used

One practical and efficient method of filing loan applications, notes, chattel lien instruments, stock certificates, insurance policies, and other related loan papers is to prepare a manila file folder for each borrower and keep all papers pertaining to his loan in that folder.

These folders can then be filed for convenient reference in the order in which the individual ledger accounts are filed. It is usually desirable to maintain two files of these loan folders, one of which contains the folders for accounts of members with outstanding unpaid loans, and the other being a file of inactive paid loan accounts. Under this plan, only one folder is prepared for each member and this folder is transferred from the inactive to the active file and vice versa depending upon whether the member has an outstanding loan.

Loan applications for paid-up loans are filed in the member's individual folder. In addition to the papers mentioned above, such other loan papers as receipts for releases or return of collateral, copies of delinquent loan letters and notices, and statements regarding loan repayment records of the member, may all be filed in these folders, in order that the complete history of each member's loan transactions will be contained in one place.

(B) Card File Used

Another plan, commonly used when there are relatively few collateral loans requiring additional papers, is to clip the loan application to the note and file the two together in a 5 by 8 inch card file in the same order that individual ledgers are filed. If the note and loan application are placed back to back, "tumble" style, with any other papers in between, the review work of the supervisory committee will be facilitated.

In this case, the chattel liens, insurance policies, stock certificates, and receipts for collateral returned to borrowers, may be filed separately in the correspondence file, under the particular subject heading in the same order that the individual ledger accounts are filed. If the note and loan application file is not made too bulky, these papers may be folded and filed with the notes.

If these important documents cannot be safely kept in the credit union's filing cabinets, it may be advisable to place them in a vault or safe deposit box with other valuable papers, such as bonds.

After loans are paid in full the loan applications for these paid loans should be retained in an inactive file by account numbers or in such other order as the individual ledgers are filed.

Paid notes should be returned to borrowers promptly. In exceptional cases, the former borrower may have left the field of membership and cannot be located. Since there may be a forwarding address for his mail, it is suggested that such notes be marked "Paid" and mailed to the last-known address of the maker. If the envelope is returned undelivered by the post office, file the envelope with the paid note in the member's individual loan folder or in the correspondence file in a separate folder labeled "Paid notes not returnable," pending possible location of the addressee in the future.

UNCOLLECTIBLE LOANS

Notes for uncollectible loans charged off to the reserve should be retained in the member's individual loan folder or in a separate folder appropriately tabbed, since they are still evidence of unpaid debts due the credit union.

INSURANCE ON CHATTELS

The credit committee may approve certain loans secured by chattels upon condition that insurance, such as fire and theft insurance be obtained by the borrower and kept in force during the life of the loan. Usually, the premium paid when the loan is granted is sufficient to retain the insurance for a period of one year. In these cases it is desirable for the credit union to follow up prior to the end of the year when the insurance expires to see that the insurance is renewed. It is recommended that

this be done for all such loans even though the repayment schedule calls for full payment in less than one year, because the loan may become delinquent and may not be actually paid within the time specified in the note.

(A) Followup Plan for Insurance on Chattels

A good followup plan is obtained by preparing 3 by 5 inch cards for such loans giving the required information about the insurance and maintaining these cards in a tickler file by months. For example, 12 index guides labeled for each month of the year are prepared and filed in chronological order.

If a loan is granted in January upon condition that insurance be obtained and kept in force, a card is prepared for that borrower and filed behind the December guide, and cards for other similar loans are prepared and filed in a like manner.

At the beginning of each month, December in this instance, the cards behind the index guide for that month are removed from the tickler file and used in following up to see that the insurance is renewed. Notice that the card is filed behind the index guide for the month prior to the month in which the insurance expires so that there will be ample time to contact the borrower before the expiration date of the insurance.

NONMEMBER COMAKER'S LIABILITY

The "Cosigner on Notes of Others" section of the standard individual ledger form provides a record of the contingent liability of members on loans to other members. Nonmembers are also accepted as endorsers, comakers, or guarantors on loans to members. It is, of course, necessary for the credit committee to know the existing contingent liability of such nonmembers on other loans before accepting their signature as adequate security on a prospective loan.

A 3 by 5 inch card form, ruled in the same way as the "Cosigner on Notes of Others" section of the standard individual ledger form for the recording of this information, is suggested.

These cards should be filed alphabetically according to the name of the nonmember comaker so that his total contingent liability to the credit union may be easily referred to when he is being considered as a prospective comaker on a new loan. Some credit unions maintain the contingent liability of both members and nonmembers in the form of a card file of this kind.

EXTENSION AGREEMENT

The Extension Agreement (form FCU 115) should always be filed by fastening it to the original note, the terms of which it modifies.

LOAN APPLICATIONS IN PROCESS

A folder or envelope labeled "For Credit Committee Action" should be prepared in which loan applications and applications for share withdrawals may be held pending the date of the next meeting of the committee. A similar folder or envelope can be prepared for "Loan Officer Action."

After being acted upon by the credit committee or loan officer, the approved loan applications are turned over to the treasurer or manager for preparation of the note and check before the loan is granted. In some cases, the borrower must satisfy certain prerequisites before the loan check can be properly given to him. In other cases, an insurance or chattel lien tickler card may need to be prepared before the note and loan applications are permanently filed.

To prevent overlooking these details, separate folders tabbed "Awaiting Loan Check" or "Note to be Filed" may serve as a suspense file for these loans. One "Loans--Suspense" folder should suffice for all such cases in smaller credit unions.

MONTHLY SCHEDULE OF DELINQUENT LOANS

The monthly Schedule of Delinquent Loans (form FCU 118, or equivalent) may be filed in consecutive order by months in a separate correspondence folder or may be filed with the Financial

and Statistical Report for the respective month.

DELINQUENT LOAN NOTICES

Delinquent loan notices or letters are written in triplicate under one method. The original is sent to the delinquent borrower. The duplicate is filed in the loan folder for that member when the individual folder plan described above is followed or else is filed in account number order in a correspondence folder marked "Delinquent Notices." The triplicate is filed in a tickler file tabbed 1 to 30 under an appropriate followup date in order that further action may be taken with respect to that delinquent loan if not paid by that date. It is suggested that delinquency notices always be prepared at least in duplicate so that one copy of all notices or letters sent to each member will be on file in the credit union. A notation of the date and type of notice sent should also be made on the individual ledger.

REPORTS

The monthly Financial and Statistical Reports are ordinarily filed in a small post binder or correspondence folder in chronological order.

The original copies of the Supervisory Committee Audit Reports should be kept by the supervisory committee and filed in order according to the period covered by the audit. A duplicate of each audit report should be submitted to the board of directors and should be filed with the minutes of the board meeting at which the report was considered.

Supervisory Examination Reports should be kept in a separate folder and filed according to the date of examination.

MANUALS AND OTHER PUBLICATIONS

Manuals and other publications prepared by the Bureau to aid officials in effectively performing their duties are transmitted to each credit union. These references should be kept where they will be readily available. The manuals are subject to revision. The revised pages submitted should be promptly inserted in their appropriate spaces and superseded pages removed.

SURETY BONDS AND INSURANCE

Surety bonds and insurance policies protecting the funds of the credit union against fire, burglary, and so forth, should be preserved in a safe place.

Canceled bonds should be retained by the credit union in custody of appropriate officials because there might be the possibility of making claim on the surety for defalcations discovered after the cancellation date which occurred during the period the canceled bond was in force.

Borrowers' protection, life savings and chattel lien insurance policies or certificates should also be kept in a secure place.

FILING EQUIPMENT

In new and smaller groups a small metal transfer case is generally adequate to meet correspondence filing requirements.

New credit unions with large potential memberships and the older medium- and large-size groups should plan for the future before investing large sums in their filing equipment. Equipment of standard sizes that may be added to as the filing requirements of the group expand is flexible and also economical from a long-range viewpoint if care is used to prevent obsolescence of equipment previously acquired. Fireproof files are recommended for important records and documents.

File trays on wheels for records constantly in use, such as Individual Share and Loan Ledgers, are helpful in permitting the file to be moved to the several positions in which they are most frequently used.

Colored index guides to indicate special characteristics are used to assist in locating material in the files. Other devices of varying degrees of cost and usefulness are offered by particular manufacturers of equipment. Many good ideas may be obtained by a visit to one or two office equipment and supply houses.

Where space is an important consideration, it is well to remember that counter-height file cabinets may serve a double purpose while conserving space.

NATIONWIDE RECORDS PRESERVATION PROGRAM

The Bureau of Federal Credit Unions offers to all credit unions the opportunity to participate in a program for underground vault storage of vital records. Although this program is designed to safeguard records in the event of a national emergency, it also protects participating credit unions against losses of essential records in the event of a local emergency- fire, flood, etc.

Information about this program and instructions for participating have been mailed to all Federal credit unions. Further information can be found in the Bureau publication *Emergency Preparedness Guidelines for Federal Credit Unions* (FCU 555) a copy of which is furnished each Federal credit union.

TRANSMITTAL SLIP		DATE 13 Feb 70
TO: Jerry -		16 FEB 1970
ROOM NO.	BUILDING	
REMARKS: Per our conversation. Seems to me Rita always kept a copy of this. If not, guess it would be a good idea to place in Records Control Schedule for O/Personnel. Revised schedule will be forthcoming soon I hope.		
FROM: Joan		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)